



U.S. Court of Appeals for the Fourth Circuit

Office of the Clerk

Position Announcement 17-03

POSITION:	Opinions Clerk
LOCATION:	Fourth Circuit Clerk's Office, Richmond, Virginia
SALARY/CLASSIFICATION LEVEL:	\$37,006-\$66,478 (CL 24/25)
CLOSING DATE:	Apply by August 31, 2017 – open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

The Opinions Clerk is responsible for verifying the accuracy of opinion data and format, reviewing case data for pending motions, confirming preservation of Internet references, preparing the final list of opinions released each day, uploading opinions and substantive orders to the Internet, printing and distributing paper copies, handling opinion amendments, preparing the attorney information used in the opinion, and serving as an expert on opinion format.

QUALIFICATION REQUIREMENTS

A college degree is preferred. One year of specialized experience is required to qualify at the CL-24 level, and two years of specialized experience are required to qualify at the CL-25 level. Specialized experience consists of progressively responsible experience in the application of administrative or clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws and that involves the routine use of specialized terminology and automated systems.

The ideal candidate will excel at proofreading, grammar, punctuation, and word processing and demonstrate keen attention to detail. Knowledge of Microsoft WORD and Adobe Acrobat are required as are strong customer service and teamwork skills.

EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching). The court offers a mass transit subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court, based on the results of a background check. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

APPLICATION PROCEDURE

To apply, please submit (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position and (2) a **resume** that includes the name, title, and contact information of three professional references. An **AO78–Application for Employment**, which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>, will be required from candidates who are scheduled for an interview.

Completed applications should be emailed to: 4cca-vacancy@ca4.uscourts.gov, with a subject line referencing “Job Announcement 17-03.” Applications should be received by August 31, 2017, to receive full consideration.